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## Journal of the Iowa Academy of Science Submission Form and Instruction Sheet

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## Journal of the Iowa Academy of Science Submission Form and Instruction Sheet

TO AUTHORS: Please photocopy both pages of this form and use them as a checklist and guide to format as you prepare your manuscript for the Journal. It greatly speeds up the reviewing and publication process if you follow these instructions. Copies of this form may also be obtained from Managing Editor, Journal, Iowa Academy of Science, P.O. Box 868, Cedar Falls, IA 50613.

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### Special Instructions

#### CHECKLIST FOR PREPARATION OF MANUSCRIPT

Check each relevant box after you comply with the requirement.

##### Preparation of Text

- ☐ Use 8½ × 11 inch paper, typed on one side only. Leave 1½" (37 mm) margin at top, bottom, and sides.
- ☐ Double space EVERYTHING (incl. refs., tables, etc.).
- ☐ Title page. Include only title, author(s) name(s) and address(es), all centered, and footnotes (see recent issues). Title should be in upper and lower case and author's name in all upper case.
- ☐ 2nd page. Include only the abstract, without heading, and 3 or more INDEX DESCRIPTORS (key words) as appropriate (see recent issues).
- ☐ Following pages. Body of text, without tables or figures.
- ☐ Author surnames and page number at upper right of each page, starting with title page as page 1.
- ☐ Headings. Main headings all caps and centered. Secondary headings, upper and lower case, at far left, not underlined. Start next line as indented paragraph.

- ☐ Numbers. Write out at start of sentence. Within sentence, 10 or less written out or not, but used consistently; 10 and greater never written out.
- ☐ Chemical names. Use formal name first time with abbreviation or common or trade name in parentheses.
- ☐ Metric measurements. Use exclusively or in parentheses after English units.
- ☐ Organism names. Latin binomial, underlined, with authority, e.g., Bufo americanus Holbrook, for first mention. Accepted common name may be used subsequently.

#### Acknowledgements

- ☐ This follows text, with a main heading.
- ☐ Acknowledge any figures borrowed from other sources.

#### References

- ☐ Heading is REFERENCES, all caps and centered.

- Each reference cited at least once in text.
- Each author's name in caps.
- Citation style, journal abbreviations conform to your discipline. Cite journal or style manual followed:

#### Preparation of Tables

Plan tables carefully. See examples in recent issues.

- Each table is double spaced throughout.
- Horizontal lines: double below caption, single below column headings, single at bottom. No vertical lines.
- Blank spaces in columns filled in with a dash.
- In dense tables, leave an extra blank line every 5-6 lines.
- For footnotes, use small superscript letters - a, b, c, etc.
- Each table on separate numbered page, after REFERENCES.

#### Preparation of Figures

**Black and White Figures** (drawings, graphs, maps): These must be sharply drawn and professionally labeled. Make large figures, label with press-on (transfer) letters and symbols or use a lettering set, then have campus or commercial printer make a PMT (photo-mechanical transfer) of desired size. Submit PMT as the original of that figure.

- Each original figure labeled with press-on symbols or with lettering ser. Freehand or typed symbols not acceptable.
- Each figure is submitted as a PMT either 1-column (88mm) or full page (182mm) width. **NO OTHER SIZES ARE ACCEPTABLE.** The PMT may be reproduced on an 8½ × 11 inch page or 8 × 10 inch photographic paper.
- Figure number and author(s) name(s) printed on back.

**Photographs:** These must be high quality glossy prints.

- Submit separate photos either 1-column (88mm) or full page (182mm) width, with maximum length of 225mm. **NO OTHER SIZES ACCEPTABLE.**
- Use only press-on letters or symbols, not ink.
- Each photo is mounted on thin, white posterboard with dry-mount tissue, rubber cement or other appropriate adhesive, leaving ½ inch (13mm) margins.
- Write figure number(s) and name(s) on back.

If several photos are submitted, trim and mount together on a sheet of posterboard. Leave no spaces between photos (separator lines will be added by printer) but leave a ½ inch margin. See Vol. 88 (1981) pp. 72, 75 for examples.

- Do not group photos and black and white figures together.
- Each photo numbered lower right or left corner.
- Use press-on symbols on photos in a plate, not ink.
- Each plate of photos submitted final size, with no reduction needed, no more than 182 × 225 mm.
- Mark figure numbers and author name(s) on back.

#### Numbering and Placement of Figures

- All figures, black and white and photos, are numbered in consecutive order (1, 2, 3, etc.) and placed in order at end of manuscript, after figure captions.

#### Preparation of Figure Captions

Captions are on separate sheets, not on the figures.

- Captions for separate figures typed consecutively with 4 blank lines between each caption.
- Captions for grouped figures are typed in block paragraph form with 4 blank lines between each paragraph.
- Pages with figure captions come right after tables (if any) and are also numbered in upper right corner.

#### What to Submit

- Four good copies of the manuscript. Unstapled. You keep original.
- One PMT of each black and white figure.
- Three other PMT's or Xerox copies for reviewers.
- Four good photographic copies of each half-tone figure or plate. You keep original plates.
- This submission form and checklist. Editor welcomes comments on how to improve it.
- If you desire acknowledgement, fill in and self-address a post card and affix proper postage.

#### Where to Submit Manuscript

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